

## Supporting the Governor's 20x10 Energy Initiative

### Meeting Resources

July 1, 2008

The Information Technology Services Division (ITSD) of the Department of Administration offers a variety of services that can assist advisory boards, councils and state employees reduce travel. All board and council members may participate. The State recommends a state employee meeting coordinator facilitate the use of these services.

Service	Use this for...	Advantages	Getting started	Costs
Speaker phone	<ul style="list-style-type: none"> <li>Small group meetings.</li> </ul>	<ul style="list-style-type: none"> <li>All participants can hear each other.</li> <li>Can call anyone.</li> </ul>	<ul style="list-style-type: none"> <li>Verify that a speaker phone is available in meeting room</li> <li>For help, contact the agency telephone coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Only costs incurred are for any long distance charges.</li> </ul>
Conference Phone	<ul style="list-style-type: none"> <li>Two or more small groups.</li> <li>3-6 phones can be conferenced into one call.</li> </ul>	<ul style="list-style-type: none"> <li>All participants can hear each other.</li> <li>Can call anyone.</li> </ul>	<ul style="list-style-type: none"> <li>Verify features of the phone to be used.</li> <li>For help, contact meeting coordinator at the sponsoring agency.</li> </ul>	<ul style="list-style-type: none"> <li>Only costs incurred are for any long distance charges.</li> </ul>
Teleconference phone (often referred to by the brand name "Polycom")	<ul style="list-style-type: none"> <li>Connecting groups at two locations.</li> </ul>	<ul style="list-style-type: none"> <li>Works with larger groups in larger rooms.</li> <li>Can be a connection between two groups or one group and one individual.</li> <li>Can call anyone.</li> </ul>	<ul style="list-style-type: none"> <li>Many agencies own teleconference phones</li> <li>They are also available to borrow from ITSD.</li> <li>To request this service, open a service request through the ITSD Service Desk at 444-2000, 800-628-4917 or use <a href="#">Service Desk Online</a> (available on the State network only).</li> </ul>	<ul style="list-style-type: none"> <li>Only costs incurred are for any long distance charges.</li> </ul>
Audio Conference Calling Coordination	<ul style="list-style-type: none"> <li>Connecting more than 2 locations.</li> </ul>	<ul style="list-style-type: none"> <li>Conference bridging can accommodate up to 61 different parties, all in different locations.</li> </ul>	<ul style="list-style-type: none"> <li>To request this service, open a service request through the ITSD Service Desk at 444-2000, 800-628-4917 or use <a href="#">Service Desk Online</a> (available on the State network only).</li> </ul>	<ul style="list-style-type: none"> <li>There is a setup charge based on the number of participants. The current charge for long distance, toll-free connections is \$.10 / minute.</li> </ul>
Interactive Video Conferencing (METNET)	<ul style="list-style-type: none"> <li>Face-to-face interaction is needed.</li> </ul>	<ul style="list-style-type: none"> <li>Provides real time, two-way video and audio communication.</li> <li>ITSD offers 13 managed video conferencing sites and has access to over 500 additional sites in Montana. National and international conferencing is also available.</li> </ul>	<ul style="list-style-type: none"> <li>To request this service, contact a Video Conferencing Specialist at 444-6788.</li> <li>Prior to the video conference, a confirmation with sites and costs is provided for review.</li> </ul>	<ul style="list-style-type: none"> <li>There is a \$52.50 charge per port per hour.</li> <li>There may be additional charges to connect with off-network commercial bridges and/or sites.</li> </ul>
Web Conferencing	<ul style="list-style-type: none"> <li>Virtual meetings conducted over the Internet.</li> </ul>	<ul style="list-style-type: none"> <li>Many options available for information sharing and interaction.</li> </ul>	<ul style="list-style-type: none"> <li>This is not a service ITSD offers at this time.</li> <li>Agencies sponsoring meetings are responsible for assessing bandwidth impacts and security risks.</li> </ul>	<ul style="list-style-type: none"> <li>Varies.</li> </ul>

More information about these or other ITSD services is available from the ITSD [Service Desk](#), 406-444-2000 or 800-628-4917.